PERD - Person Detail

This screen is used to display, add or modify general information about a person in the CAPS system.

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CAFSPERD                      PERSON DETAIL              07/06/2016      9:16
USER ID : C74142SW MODIFY
CAPS ID : 00001655    25     NAME: DOE, JANE

LAST NAME   : DOE                        ASSIGNED WORKER INFORMATION
FIRST NAME  : JANE          AKA:          WORKER ID:           RGN:    CNTY:
MIDDLE NAME :               CAN: N            NAME:
SUFFIX      :        P SSN VERIF:          PHONE NO:               EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----    SECONDARY:
  _   P 654-65-4654   _
DRIVERS LICENSE ST: MT   NUMBER: MT06101980         --------- ADDRESS ----------
BIRTH DT : 06/10/1980 VERIF:    AGE:  36 LINE1 : 754 RIVER ROCK DR
    PLACE :                              LINE2 :
DATE DECEASED :                          CITY  : HELENA
SEX CODE      : F   FEMALE               STATE : MT  ZIP CODE : 59602 - 0240
ETHNICITY     : CA                       COUNTY: 25  LEWIS & CLARK
HSPNC ORGN    : N   IDENTITY VERIF:      TELEPHONE : 406 444-4444
MARITAL STATUS: NM  DATE:
------------------------------- EMPLOYMENT ----------------------------------
NAME :                                IV-E WAIVER:  STATUS :
PHONE:                   INCOME :                   START DATE:
OCC:                                                END DATE:
SHFT+F10=CLRSSN
                                                    PATH: _
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)
If a person was selected on the PERL (Person List) screen with inquire or modify, this field will display the CAPS ID of that person. You can also manually enter the CAPS ID in this field. If PERD is in ADD mode, this field will display zeroes.

COUNTY (F12)
If a person was selected on the PERL (Person List) screen with inquire or modify, this field will display the residential county of that person, if a residential address exists on the ADDL (Address List) screen. If PERD is in ADD mode, this field will display zeroes.

NAME
This field will display the name of the person whose CAPS ID is entered in the CAPS ID field. If PERD is in ADD mode, this field will be blank.

LAST NAME
If in ADD mode, enter the last name of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the last name of the person whose CAPS

ID was entered. *Once updated, the last name cannot be changed on the PERD screen. It must be changed on the AKAD (Person Name AKA Detail) screen.*

FIRST NAME
If in ADD mode, enter the first name of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the first name of the person whose CAPS ID was entered. *Once updated, the first name cannot be changed on the PERD screen. It must be changed on the AKAD (Person Name AKA Detail) screen.*

AKA
If in ADD mode, this field will be blank. If in INQUIRE/MODIFY mode, this field will display a "Y" (yes) if there are any alias names listed on the AKAD (Person Name AKA screen) for this person. If there are no alias names, this field will be blank.

MIDDLE NAME
If in ADD mode, enter the middle name, or middle initial, of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the middle name of the person whose CAPS ID was entered. *Once updated, the middle name cannot be changed on the PERD screen. It must be changed on the AKAD (Person Name AKA Detail) screen.*

CAN
If in ADD mode, this field will be blank. If in INQUIRE/MODIFY mode, this field will display a "Y" (yes) if there is a child abuse/neglect alert on this person or a "N" (no) if there is not a child abuse/neglect alert on this person.

SUFFIX
If in ADD mode, enter the suffix information (if applicable) of the person you are entering into the system (for example, Jr, Sr, III). If in INQUIRE/MODIFY mode, this field will display the suffix information of the person whose CAPS ID was entered. *Once updated, the suffix cannot be changed on the PERD screen. It must be changed on the AKAD (Person Name AKA Detail) screen.*

P SSN VERIF
If in ADD mode, this field will be blank. If in INQUIRE/MODIFY mode, this field will display "IN" (interface) if the person's primary social security number has been verified by the CHIMES interface. If "IN" is displayed, the primary social security number cannot be modified or deleted in CAPS.

SEL (first)
If in ADD mode, enter an "A" to add a primary social security number. If in MODIFY mode, enter an "M" (modify) to modify the primary social security number. Primary social security numbers cannot be modified if they have been verified by the CHIMES interface and primary social security numbers cannot be deleted.

P/S (first)

If in ADD mode, enter a "P" to indicate you are adding a primary social security number.

SSN (first)
If in ADD mode, enter the person's primary social security number. If in INQUIRE/MODIFY mode, this field will display the person's primary social security number, if one was entered.

SEL (2nd)
If in ADD mode, enter an "A" to add a secondary social security number. If in MODIFY mode, enter an "M" (modify) to modify the secondary social security number or a "D" (delete) to delete the secondary social security number.

P/S (2nd)
If in ADD mode, enter an "S" to indicate you are adding a secondary social security number. If in INQUIRE/MODIFY mode, this field will display the person's secondary social security number, if one was entered.

SSN (2nd)
If in ADD mode, enter the person's secondary social security number. If in INQUIRE/MODIFY mode, this field will display the person's secondary social security number, if one was entered.

DRIVERS LICENSE ST (F12)
If in ADD mode, enter the state that issued the person's drivers license. If in INQUIRE/MODIFY mode, this field will display the state that issued the person's drivers license.

NUMBER
If in ADD mode, enter the person's driver's license number. If in INQUIRE/MODIFY mode, this field will display the person's drivers license number.

BIRTH DT
If in ADD mode, enter the date of birth of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the date of birth of the person whose CAPS ID was entered.

VERIF
If in ADD mode, this field will be blank. If in INQUIRE/MODIFY mode, this field will display "IN" (interface) if the person's date of birth has been verified by the CHIMES interface. If "IN" is displayed, the date of birth cannot be modified in CAPS.

AGE
If in ADD mode, this field will initially display "0". If a date of birth is entered, the system will automatically calculate the age of the person based on the entered date of birth and current date. If a date of birth is not entered, you can manually enter an age. If in

INQUIRE/MODIFY mode, this field will display the person's current age. If a date of birth is entered, the age cannot be modified. If a date of birth has not been entered, the age can be modified. *If age is manually entered with no date of birth, the age will increase annually based on the date the age was entered into CAPS. Otherwise, the age will increase based on the actual date of birth for the person*.

PLACE
If in ADD mode, enter the place of birth of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the place of birth of the person whose CAPS ID was entered.

DATE DECEASED
If in MODIFY mode, enter the date of death of the person whose CAPS ID was entered. If in INQUIRE mode, this field will display the date of death of the person whose CAPS ID was entered.

SEX CODE (F12)
If in ADD mode, enter the sex code of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the sex code of the person whose CAPS ID was entered.

ETHNICITY (F12)
If in ADD mode, enter the ethnicity code(s) (up to six) of the person you are entering into the system. If in INQUIRE/MODIFY mode, these fields will display the ethnicity code(s) of the person whose CAPS ID was entered. *AB-abandoned as infant, DC-declined and PT-parent(s) incapacitated cannot be used with any other ethnicity codes*.

HSPNC ORGN
If in ADD mode, enter "Y" (yes) if there is Hispanic origin for the person, "N" (no) if there is no Hispanic origin for the person, "U" (unable to determine) if Hispanic origin is unknown, or "D" (declined) if the person declines to provide this information. If in INQUIRE/MODIFY mode, this field will display the Hispanic origin information of the person whose CAPS ID was entered. *If ETHNICITY is completed, HSPNC ORGN will be required*.

IDENTITY VERIF
If in ADD mode, this field will be blank. If in INQUIRE/MODIFY mode, this field will display "IN" (interface) if the person's identity has been verified by the CHIMES interface or "HC" (hard copy) if the person's identity has been verified by a worker (most often by birth certificate.) *"HC" is entered by workers in the IVE Unit.*

MARITAL STATUS (F12)
If in ADD mode, enter the marital status of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the marital status of the person whose CAPS ID was entered.

DATE
If in ADD mode, and the entered marital status is "MA" (married" or "DV" (divorced), enter the marriage/divorce date of the person you are entering into the system. If in INQUIRE/MODIFY mode, this field will display the marriage/divorce date of the person whose CAPS ID was entered.

EMPLOYMENT – *this information is defaulted from the EMPL (Employment History) screen and cannot be modified or added on PERD.*

NAME
This field will display the name of the employer.

STATUS
This field will display the employment status for the person (full-time, part-time, etc.)

PHONE
This field will display the phone number for the employer.

INCOME
This field will display the monthly gross income (if entered.)

START DATE
This field will display the date the person started employment with the listed employer.

OCC
This field will display the person's occupation.

END DATE
This field will display the date the person ended employment with the listed employer. If they are still employed, this field will display 99/99/9999.

ASSIGNED WORKER INFORMATION/LAST ASSIGNED WORKER – *this information is defaulted from the AXED (Assignments/Transfers Detail) screen and cannot be modified or added on PERD. If the header reads "assigned worker information" this indicates the client is OPEN and the worker listed is the current assigned worker. If the headers reads "last assigned worker" this indicates the client is CLOSED and the worker listed was the last worker assigned to the client.*

WORKER ID
This field will display the C number of the assigned (or last assigned) worker for the client.
RGN (F12)
This field will display the region for the assigned (or last assigned) worker.

CNTY (F12)

This field will display the county for the assigned (or last assigned) worker.

NAME
This field will display the name of the assigned (or last assigned) worker.

PHONE NO
This field will display the phone number for the assigned (or last assigned) worker.

EXT
This field will display the phone extension for the assigned (or last assigned) worker.

SECONDARY
This field will display the C number and county for any shared workers for the client. *Up to two shared worker details will display on PERD although there could be more shared workers.*

ADDRESS – *this information is defaulted from the ADDL (Address List) screen and cannot be modified or added on PERD. If the person has multiple addresses, the displayed address will follow a hierarchy – placement, residential, mailing and alternate.*

LINE 1
This field will display the first line of the person's address.

LINE 2
This field will display the second line of the person's address.

CITY
This field will display the city of the person's address.

STATE (F12)
This field will display the state code of the person's address.

ZIP CODE
This field will display the zip code of the person's address.

COUNTY (F12)
This field will display the county code of the person's address (if the address is in the state of Montana).

TELEPHONE
This field will display the phone number for the person.

IV-E WAIVER
This field should be left blank until January 1, 2015.

Additional Information

None.